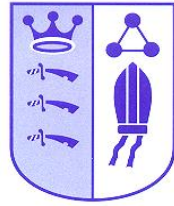


Holy Trinity  
Church of England  
Primary School  
Northwood



# Pupil Bursary Fund Policy

Reviewed by Full Governing Body on 7<sup>th</sup> March 2019

Chair of Committee\_\_\_\_\_

Headteacher\_\_\_\_\_

Chair of the Governing Body\_\_\_\_\_

Date\_\_\_\_\_

## **Purpose of the Fund**

Holy Trinity Governing Body maintains a Pupil Bursary Fund which is open to all families of our school (excluding Nursery children) to apply for assistance in the event of financial hardship. Parents/ carers can apply for assistance towards the cost of uniform, books, equipment, school trips and journeys or any other matter that enhances learning. The aim of this fund is to assist the most vulnerable in our community with their educational needs.

## **Allocation**

It is funded wholly by donations from the local community and fund raising activities of the Governing Body. Whilst we accept that there are many different definitions of financial hardship the Governing Body will consider each application on its own merits.

## **Criteria**

Any family of a child registered at Holy Trinity School Northwood during the current academic year may apply with the exception of nursery families.

## **Application Information**

- Applications can be made at any time during the school year
- Any application must be submitted on the approved application form available from a member of school staff or the governing body
- The application form and any other supporting documentation will be held securely and treated in the strictest confidence
- Applications will only be considered from the parent with whom the child currently resides
- Applications will be considered by the governing body.
- Applications will be considered on a first come first served basis
- Applicants should be aware that the funding is limited and once it has been utilised the governing body will no longer be able to consider applications
- Allocation of funds may represent a contribution towards the total cost and may not necessarily cover the whole cost
- Where possible applicants should give as much notice as possible

## **Monitoring and Review**

The fund will be reviewed and monitored annually by the governing body.

## **Appeals**

The decision of the governing body is final and there is no right of appeal.